

Information Technology Equipment Disposal

0925

(No.27 August 2010)

CAL FIRE Information Technology Services (ITS) is dedicated to complying with the California Department of General Services (DGS) policy in the State Administrative Manual (SAM) §5900 and §8640 covering the proper disposal of all State property. CAL FIRE also has a policy of complying with the California Electronic Waste Recycling Act of 2003, and with directives from the Office of Information Security and Privacy Protection. These policies must be followed in order to account for Information Technology (IT) equipment during the disposal process, ensure E-Waste doesn't end up in landfills, and guard against the disclosure of sensitive information which may be stored on IT equipment. The policy outlined in this document applies to all CAL FIRE units, both statewide and in the Sacramento Headquarters region.

Information Technology Equipment Defined

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Information Technology equipment includes, but is not limited to the following items.

CPU's, Monitors, Printers, Multi-function Devices (Print, Fax, Scan), Servers, Routers, Cellular/Smart phones, or any other equipment used to process, transmit, and receive data. Some examples of related equipment include keyboards, mice, CD/DVD ROM drives, Tape Drives, and Hard Drives.

Items not considered IT equipment include but are not limited to telephones, fax machines, and two way radios.

If there are questions as to whether or not something is IT equipment contact the E-Waste coordinator for clarification.

E-Waste vs. Non E-Waste

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An important part of the IT equipment disposal process is for personnel completing a Standard 152 to understand the distinction between E-Waste (junk, valueless, broken) and non E-Waste (which has the potential to be reutilized).

E-Waste

A special category of State property identified on the Standard 152 is Universal Waste, which has a disposition code 10. Universal Waste is considered hazardous waste and in accordance with State law **must not be** disposed of in the garbage or local landfill. A sub-category of Universal Waste is items which can be identified as Electronic Waste, or E-Waste.

For the purposes of property disposal E-Waste is defined on the California Integrated Waste Management Board web site as "business electronic equipment that is near or at the end of

its useful life". E-Waste could describe something as small as a computer cable, or as large as an equipment rack.

Non E-Waste

Non E-Waste applies to any IT equipment that is no longer of use to a unit, yet could be re-utilized by other units, State agencies, or donated to a local school. An example would be an old computer, monitor, printer, or other IT equipment which is functional, yet no longer meets CAL FIRE business requirements and can be surveyed out. Due to the cost of shipping IT equipment units outside of the Sacramento HQ area should, when possible, make efforts to donate the non E-Waste to a local school. Please contact the E-Waste coordinator for assistance in donating computers to local schools; they will work with the DGS Office of Surplus Property Reutilization to determine eligible donees within the donating units County. In the event no suitable donee is found the property should be reclassified as E-Waste and disposed of accordingly.

Disposing of Information Technology Equipment

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Each unit should work with their assigned IT Field Coordinator or HQ Customer Service support staff when disposing of any IT equipment. A list of IT Field Coordinators and primary recycling facilities by Unit/County is provided in section VIII of this document.

All excess property must be reported on a Standard 152 (rev 6/2009) - Property Survey Report, the current form may be downloaded from the DGS web site at the following location:

<http://www.documents.dgs.ca.gov/osp/pdf/std152.pdf>

All State property must be maintained at the originating unit's location until notified by the E-Waste coordinator that the Standard 152 has been approved by DGS.

Prior to completing a Standard 152 all equipment must be prepared for disposition in order to comply with information security and privacy protection policy.

- 1) Verify the CD/DVD-ROM drive does not contain a CD/DVD ROM;
- 2) Remove any flash memory (i.e. SD memory or thumb drives);
- 3) If the computer will be reutilized, donated to a school, or sent to a recycler who does not destroy hard drives the drive should be formatted with an approved disk wipe program;
- 4) If the computer is being sent to a facility which destroys hard drives the drive doesn't need to be removed or formatted.

Detailed instructions for completing the Standard 152 are outlined in section VI of this document. Failure to accurately complete the Standard 152 could result in delays for the unit wanting to dispose of the State property.

IT Field Coordinators and HQ Customer Service support staff may choose to remove memory, hard drives, CD/DVD ROM drives, etc from equipment being surveyed out for use as spare parts. Spare parts should be documented in the explanation section of the Standard 152, or on a separate piece of paper. Once the Standard 152 has been submitted to the E-Waste Coordinator no additional parts may be removed from the equipment.

Spare parts removed from IT Equipment remain the property of CAL FIRE and are for departmental use only.

Completing the Property Survey Report Standard 152

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The unit's IT Field Coordinator or HQ Customer Service support staff must sign the Standard 152 before it is submitted to the E-Waste Coordinator. This is to ensure the equipment is being disposed of in accordance with SAM and/or CAL FIRE IT Asset Management Plan.

- 1) Complete the disposition code based on the current condition of the IT Equipment being surveyed out; in most cases the code will be 9 (Donation) or 10 (E-Waste).
Due to the cost associated with shipping IT equipment please contact the E-Waste coordinator prior to submitting paperwork with a disposition code other than 9 or 10.
- 2) Reporting Department/Agency: CAL FIRE ITS
- 3) Address/City/Zip Code: 1300 U Street, Sacramento, CA 95818
- 4) Email Address, Contact Person, and Telephone Number should be the IT Field Coordinator or HQ Customer Service support staff completing the Standard 152.
- 5) Location of property: The County in which the State property is located
- 6) Billing Code: This can be found in the Accounting Procedures Handbook, section 3762.3.2 and is the DGS billing code associated with your unit
- 7) Agency document and DGS document number should be left blank.
- 8) Enter the date the form was completed.
- 9) Page: If there is more than one page of items place 1 of x, 2 of x, 3 of x, etc in this box.
- 10) For each line item provide a detailed description of the requested information if available. Complete a separate line for large items such as CPU's, monitors, and printers. For smaller items such as keyboards, mice, and computer speakers; these items may be placed in a box and listed as miscellaneous E-Waste.

- 11) The quantity for each item will normally be listed as 1; an exception would be in the event you have several boxes of miscellaneous E-Waste, which could be listed as one line item.
- 12) The present condition code; i.e. G=Good, J=Junk/Broken
- 13) Complete the explanation or reason for disposal section, (i.e. property is out of warranty, end of life, broken beyond repair).
- 14) Remove all CDF/CAL FIRE tags, stickers, and other State identification from the property.
- 15) **Fax or Email a copy of the completed and signed Standard 152 to the E-Waste Coordinator**, they will assign a document number and enter information from Standard 152 in the DGS database for approval.
- 16) DGS will contact the E-Waste coordinator with approval to dispose of the E-Waste; the E-Waste coordinator will then contact the originating unit with approval to dispose of the E-Waste.
- 17) Once the property has been disposed of the originator must complete the "Certification of Disposition" section of the Standard 152. Fax or Email a copy of the Standard 152 to the E-Waste Coordinator and maintain a copy in the Unit records in the event of an audit.

Current Contact Information

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ITS Administration and Planning – E-Waste Coordinator

Tom Ericksen
Information Technology Services
Administration and Planning
tom.ericksen@fire.ca.gov
(916) 324-3371

ITS Administration and Planning - Manager

Toni Frederickson
Information Technology Services
Administration and Planning
toni.frederickson@fire.ca.gov
(916) 323-7119

E-Waste Disposal Facilities

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For the locations identified below there are no fees associated with the disposal of E-Waste if brought to the facility. Should there be a need to have the E-Waste picked up there may or may not be a fee depending on the weight and quantity of items being disposed of.

Additional recycle facility information is provided by the Integrated Waste Management Board web site at the following location:

www.ciwmb.ca.gov/Electronics/Collection/RecyclerSearch.aspx

Coordinator City/County Duty Location Regions Covered	County	Primary Recycle Facility within the County
Headquarters and Aviation Management Unit (AMU)	Sacramento	California Electronic Asset Recovery (CEAR) 3678 LeMay Street Mather, CA 95655 Toll Free: (888) 550-CEAR (2327) Tel: (916) 388-1777 Fax: (916) 388-1177 http://www.cearinc.com/
Davis Mobile Equipment	Yolo	Yolo County Central Landfill HHW 44090 County Road 28H Woodland, CA 95776 Phone: (530) 666-8856 Web site: www.yolocounty.org E-mail: phedrick@Yolocounty.org
CAL FIRE Academy	Amador	Buena Vista Landfill, Amador County 6500 Buena Vista Road Ione, CA 95640 Phone: (209) 223-6429 www.co.amador.ca.us/depts/waste/index.htm
Sandra Chang Morgan Hill (Santa Clara) CZU/SCU	San Mateo	San Carlos Transfer Station 225 Shoreway Road San Carlos, CA 94070 Phone: (650) 592-0255 Fax: (650) 631-2123 www.alliedwastesanmateocounty.com/
	Santa Cruz	Buena Vista Landfill and Recycle Center 1231 Buena Vista Drive Watsonville, CA 95076 Phone: (831) 454-2430 Fax: (831) 454-2606 www.santacruzcountyrecycles.org/
	Santa Clara	Zanker Material Processing Facility 675 Los Esteros Road San Jose, CA 95134 Phone: (408) 263-2384 Fax: (408) 263-2393 www.zankerrecycling.com/

Coordinator City/County Duty Location Regions Covered	County	Primary Recycle Facility within the County
Laurie Tellesen Auburn (Placer) LMU/NEU	Lassen	Bass Hill Landfill (LRSWMA) 170 Russel Ave, Suite X Susanville, CA 96130 Phone: (530) 252-1273 Fax: (530) 252-1529 www.lassencounty.org/govt/dept/solid_waste/default.asp
	Modoc	Alturas Transfer Station 16135 County Road 60 Alturas, CA 96101 Phone: (530) 233-6403 Fax: (530) 233-3132
	Nevada	McCourtney Road Transfer Station 14741 Wolf Mountain Road Grass Valley, CA 95949 Phone: (530) 272-3012 Fax: (530) 272-1682 www.mynevadacounty.com/iwm/
	Yuba	YSDI Transfer Station 3001 North Levee Road Marysville, CA 95901 Phone: (530) 743-6933 Fax: (530) 743-2644 www.recologyyubasutter.com/
	Placer	Auburn Transfer Stations 12305 Shale Ridge Lane Auburn, CA 95602 Phone: (530) 885-3735 Fax: (530) 885-1922 www.recologyauburnplacer.com/
Sandie Luke Oroville (Butte) BTU	Butte	Butte Regional Household Hazardous Waste Facility (HHWF) 1011 Marauder Street Chico, CA 95927 Phone: (866) 429-2288 Fax: (530) 538-7171 www.buttecounty.net/RecycleButte.aspx
Harry Steeper Santa Rosa (Sonoma) CNR Office, LNU/LNU, West Div	Sonoma	Computer Recycling Center 3227 Santa Rosa Avenue Santa Rosa, CA 95047 Phone: (888) 887-3372 Fax: (707) 570-1192 www.crc.org/
	Lake	South Lake Recycling 16015 Davis Street Clearlake, CA 95422 Phone: (707) 994-8613 Fax: (707) 963-7641 www.recycling.co.lake.ca.us/

	Napa	Napa Recycling & Waste Services 820 Levitin Way American Canyon, CA 94503 Phone: (707) 255-5200 Fax: (707) 256-3565 http://www.naparecycling.com/
Coordinator City/County Duty Location Regions Covered	County	Primary Recycle Facility within the County
Steve Scott Redding (Shasta) CNR OPS/SHU/SKU	Shasta	City of Redding Transfer Station 2255 Abernathy Lane Redding, CA 96003 Phone: (530) 224-6205 Fax: (530) 224-6212 www.ci.redding.ca.us/solwaste/ewaste.htm
	Trinity	Weaverville Transfer Site 173 Tom Bell Rd. Weaverville, CA 96093 Phone: (530) 623-1326 Fax: (530) 623-5025 www.trinitycounty.org/
	Siskiyou	Oberlin Road Solid Waste/Recycling Facility 2420 Oberlin Road Yreka, CA 96097 Phone: (530) 842-8272 www.co.siskiyou.ca.us/
	Tehama	Tehama County Landfill 19995 Plymire Rd. Red Bluff, CA 96080 Phone: (530) 528-1103 Fax: (530) 528-9304 www.co.tehama.ca.us/index.php?option=com_content&task=view&id=120&Itemid=245
	Glenn	Glenn County Landfill 777 N Colusa Street Willows, CA 95988 Phone: (530) 934-6530 www.countyofglenn.net/Default.aspx
John Usrey Fortuna (Humboldt) HUU/MEU/JDSF	Humboldt	Eureka Community Recycling Center 1059 West Hawthorne Eureka, CA 95501 Phone: (707) 442-2541 www.eurekarecycles.org/
	Del Norte	Del Norte County Transfer Station 1700 State Street Crescent City, CA 95531 Phone: (707) 465-1100 Fax: (707) 465-1300 http://recycledelnorte.ca.gov/
	Mendocino	Ukiah Transfer Station 3151 Taylor Dr. Ukiah, CA 95482 Phone: (707) 468-9710 www.mendorecycle.org

Gary Chase Redding (Shasta) CNR OPS/TGU	Northern Region	City of Redding Transfer Station 2255 Abernathy Lane Redding, CA96003 Phone: (530) 224-6205 Fax: (530) 224-6212 www.ci.redding.ca.us/solwaste/ewaste.htm
Coordinator City/County Duty Location Regions Covered	County	Primary Recycle Facility within the County
Melanie Freeman Visalia (Tulare) TUU/SLU	Tulare	Tulare County Recycling 26951 Road 140 Visalia, CA 93292 Phone: (559) 741-1766 Fax: (559) 741-0464 http://www.wm.com/
	San Luis Obispo	Paso Robles HHW Facility 9000 Highway 46 East Paso Robles, CA 93446 Phone: (805) 481-9213 Fax: (805) 481-7277
Patricia Tam Fresno (Fresno) CSR Office/BEU/FKU	Fresno	Electronic Recyclers International, Fresno 2860 S. East Avenue Fresno, CA 93725 Phone: (559) 442-3965 Fax: (559) 442-3999 www.electronicrecyclers.com
	San Benito	John Smith Road Landfill 2650 John Smith Road Hollister, CA 95023 Phone: (831) 637-4515 Fax: (831) 365-9621 www.san-benito.ca.us/departments/iwm/
	Monterey	Monterey Peninsula Landfill & Recycling Facility 14201 Del Monte Blvd. Marina, CA 93933 Phone: (831) 384-5313 Fax: (831) 384-3567 www.mrwmd.org
	Kings	Kings Waste & Recycling Authority 7803 Hanford - Armona Rd. Hanford, CA 93230 Phone: (559) 583-8829 Fax: (559) 582-2757 http://www.countyofkings.com/health/ehs/solid_waste.htm
Andrew McGee Perris (Riverside) RRU	Riverside	Agua Mansa Permanent HHW Collection Facility 1780 Agua Mansa Road Riverside, CA 92509 Phone: (951) 486-3200 Fax: (951) 486-3205 www.rivcowm.org
Daniel Cirillo San Bernardino (San Bernadino) BDU/SFM Southern Pipeline	San Bernardino	Riverside Asset Management Services, LLC 1833 Riverview Dr. Unit C San Bernardino, CA 92408 Phone: (909) 799-5100 Fax: (909) 799-5101 www.riversideassetmanagementservices.org

	Lakewood & Monrovia (LA County)	BSI Electronic Recyclers 1541 West Paramount Azusa, CA 91702 Phone: (626) 633-1588 Fax: (626) 633-1688 www.bsirecyclers.com
Coordinator City/County Duty Location Regions Covered	County	Primary Recycle Facility within the County
Michael Chinn Camino (El Dorado) AEU/TCU/MMU	Amador	Buena Vista Landfill, Amador County 6500 Buena Vista Road Ione, CA 95640 Phone: (209) 223-6429 www.co.amador.ca.us/depts/waste/index.htm
	El Dorado	El Dorado Disposal Materials Recovery Facility 4100 Throwita Way Diamond Springs, CA 95619 Phone: (866) 819-2783 or 626-4141 www.wm.com
	Tuolumne	Cal-Sierra Transfer Station 19309 Industrial Drive Sonora, CA 95370 Phone: (209) 536-1719 www.tuolumnecounty.ca.gov/
	Calaveras	HHW Collection Facility at Rock Creek 12021 Hunt Road Milton, CA 95230 Phone: (209) 754-6403 www.calaverasrecycles.org
	Madera	Charles Diaz Trucking, Inc. 9856 Road 33 1/2 Madera, CA 93636 Phone: (559) 479-1334 Fax: (559) 645-7613 http://www.charlesdiaztrucking.com/charles_diaz_trucking/trucking.html
	Mariposa	Mariposa County Landfill 5593 Hwy 49 North Mariposa, CA 95338 Phone: (209) 966-5165 Fax: (209) 966-7453 www.mariposacounty.org
	Merced	Merced County HHW Facility 6040 North Highway 59 Merced, CA 95340 Phone: (209) 381-1083 www.co.merced.ca.us/health/envhlth/index.htm
Paul Roush Riverside (Riverside) CSR OPS	Southern Region MIRPS Support	Agua Mansa Permanent HHW Collection Facility 1780 Agua Mansa Road Riverside, CA 92509 Phone: (951) 486-3200 Fax: (951) 486-3205 www.rivcowm.org

Doug Mitchell El Cajon (San Diego) MVU	San Diego	California Metals Inc. dba All Computer Surplus 297 South Marshall Avenue El Cajon, CA 92020 Phone: (619) 444-3111 Fax: (619) 444-1845 www.allcomputersurplus.com
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